STATE OF GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date **3/12/73**	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History. Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE

2. Agency Application No.		Date Received	Application No.	Date Completed
		MAR 22 1973	73-306	MAR 27 1973

3. AGENCY. Division, Subdivision & Administering Office Address
Department of Transportation
Division of Highways - Operations Section
Office of Permits & Enforcement
No. 2 Capitol Square - Room 266
Atlanta, Georgia

4. Person to Contact
Harry Russell

5. Working Title Asst. Chief

6. Tel. No. 656-5428

7. ACTION REQUESTED

[X] ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.

[ ] DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series
1966 - To Date

9. Exact Series Title
Equipment Usage and Maintenance File

10. What is the function of the office in which this record series is created
The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges on the state highway system. This includes: Highways and bridge construction, the inspection and testing of materials used in building and maintaining highways, issuing permits and enforcing compliance of overweight and over-dimensional rules and regulations for the movement of vehicles on the State Highway System, acquisition of all rights-of-way, vehicular and pedestrian traffic control, location and aerial surveys, preparation of construction plans and specifications, and the location of public utilities as related to the state highway system.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the usage and maintenance of state owned equipment.
Included are: Daily Report of Truck
State-Owned Equipment Monthly Usage Report (Form DOT 497)

File is arranged by the type of equipment (trucks, generators, etc.) and thereunder numerically by SHD inventory number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	2	3	ANNUAL RATE OF ACCUMULATION	6	11
Legal-size File Drawers	4	8	Floor Space Occupied (Square Feet)	In Office(s) 13	In Storage Area(s) 7
Box, Card 5 x 8 x 9 1/2		1			

			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's
Storage Area-Forest Park	36	66		3/mo.	3/mo.	3/mo.	--

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain   YES   NO

13. Is this the Record Copy of the series?   [X]   [ ]

14. Is there a duplication of this series in another office or agency? The Accounting Department   [X]   [ ]
receives a copy of State-Owned equipment monthly usage report (DOT 497)

15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [ ]   [X]

16. Does the series contain classified information requiring security handling?   [ ]   [X]

17. Does the series initiate, amend or terminate agency policies and procedures?   [ ]   [X]

18. Could the function be performed if the files were lost or destroyed?   [ ]   [X]

19. Is the series (or major portion of it) regularly microfilmed? If yes, why?   [ ]   [X]

20. Does the record series provide data as input to an EDP file?   [ ]   [X]

21. Does the record series contain documentation produced as EDP printout?   [ ]   [X]

22. Has the Federal Government issued instructions governing retention/disposition of these files?   [ ]   [X]

23. Will there be a need for these records 10, 15 years from now? If yes, what?   [ ]   [X]

24. REQUIREMENTS. The following requires the files to be kept .... 2 .... years:

a. [ ] STATE   b. [ ] STATUTE OF   c. [ ] AUDIT   d. [ ] FEDERAL   e. [X] ADMINISTRATIVE   f. [ ] HISTORICAL
LAW   LIMITATION   PERIOD   LAW   DECISION   VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
-[ ] CALENDAR YEAR   -[X] FISCAL YEAR   -[ ] Other   then:

[X] Hold in the current files area .... month(s)/ ..1.. year(s):
[X] Transfer to [X] State Records Center [ ] Local Holding Area; hold .....1..... year(s):
[X] Destroy.
[ ] Transfer to State Archives for permanent retention.
[ ] Destroy immediately after cut-off.
[ ] Other: (Specify)
Rationale: The copy of form DOT 497 maintained by the office of General Accounting is the
copy audited by Federal and State auditors. The copy maintained by the office of Permits
and Enforcements is used for administrative control.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series			Records Management Officer M Bradford	Date 3/9/73
26. Recommendations		[✓] Approved [ ] Disapproved	Head of Agency/Designee	Date 3/9/73
in Paragraph	State	[✓] Approved [ ] Disapproved	Department of Audits/Designee William M Dixon	Date 3-23-73
25 are:	Records	[✓] Approved [ ] Disapproved	Secretary of State/Designee Carroll Hart	Date 3-21-73
	Committee	[✓] Approved [ ] Disapproved	Department of Law/Designee	Date